

# YOUTH SERVICES POLICY

<b>Title:</b> Position Descriptions <b>Next Annual Review Date:</b> 04/20/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.23
	<b>Page 1 of 2</b>
<b>References:</b> ACA Standard 2-CO-1C-08 (Administration of Correctional Agencies); Civil Service General Circular No. 1684, 01/18/2007	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 04/20/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE :

To provide for the development of position descriptions for all Civil Service positions and ensure that the duties and qualifications for all agency positions are reviewed annually to ensure that organizational objectives are being met.

## III. APPLICABILITY:

All Youth Services (YS) employees. Unit Heads shall ensure that procedures are in place to comply with the provisions of this policy.

## IV. DEFINITIONS:

**Unit Head** - Deputy Secretary, Facility Directors, and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Undersecretary, Chief of Operations, Chief of Staff, Deputy Assistant Secretaries, and their support staff.

## V. POLICY:

It is the Deputy Secretary's policy that a written position description and job qualifications be developed for all positions within YS.

**VI. PROCEDURES:**

- A. Each position within YS shall have a position description and written job qualifications.
- B. It is the responsibility of each supervisor to ensure that job descriptions are reviewed on an annual basis as part of an employee's performance evaluation to determine if duties described therein are current and accurate. Revisions to position descriptions shall be made as needed and processed accordingly.
- C. Each position description review shall be documented using the attached SF-3 "Position Description" form. Form SF-3 Instructions shall be used as guidelines and form S-F-3.A "Position Description Optional Attachment" shall be used as needed for those positions with specific requirements.
- D. Employees and supervisors shall ensure the accuracy of all statements presented on position descriptions.
- E. Position descriptions shall be updated as follows:
  - 1. At least every five years;
  - 2. When major duty changes have taken place; and
  - 3. Prior to filling a vacant position at the supervisory level or above, unless the position description has been updated within the last twelve months.

**Previous Regulation/Policy Number:** A.2.23  
**Previous Effective Date:** 09/30/05

**Attachments/References:**



SF-3 A Optional Attachment.doc



SF-3 Position Descriptions.doc



SF-3 Instructions.doc